Passed
W. J.

(12)

Home (1947) Department.

MS SERIES.

G.O. NO. 2338

Dated 13th June 1947

[Despatch Abstract.]

Establishment— District Police Office, South Kanara— Temporary additional staff— Sanctioned.

19250

From
L.A. Bishop, Esq., O.B.E.,
Inspr.-Genl. of Police,
Madras. 4.

To
The Secretary to the
Government of Madras,
Home Department.

R.C. No. 177 | W | 47 dated 13th March 1947.

Sir,

Sub: District Police Office - South Kanara - Temporary additional staff - Sanction requested.

I request the Government to sanction the employment for a period of one year from the date of appointment of a temporary additional staff of 4 Lower Division Clerks in the District Police Office, South Kanara, to cope with the heavy volume of work in that office.

2. The present strength of the district executive force is 793. According to the tentative scale of office staff suggested in my endorsement R.C.No.202/R.A/45, dated 12.9.1945, the staff admissible for this District Police Office is 1 Manager, 2 Accountants, 4 Upper Division Clerks and 20 Lower Division Clerks. The present strength of the ministerial staff excluding Camp Clerks, Sergeant-Major's Clerk and Motor Clerks is 1 Manager, 2 Accountants, 4 Upper Division Clerks and 14 Lower Division Clerks (including 2 Typists also) which together with the additional staff now proposed, is less than the staff admissible according to the tentative scale mentioned above.

3. As the prewar standard of work has not yet been regained, most of the sections in the District Police Office have to work even on holidays and late in the evenings on other days to cope with the work. In order to relieve the strain on the existing clerks, the additional staff proposed in paragraph 1 above is, I consider, essential.

4. A statement showing the financial effect of the proposal is given below:-

	Rs.	a.	p.
Pay of 4 Lower Division Clerks at Rs.45/- each per mensem.	180	0	0
Dearness Allowance at Rs.18/- each per mensem	72	0	0
House Rent allowance for 4 Lower Division Clerks at Rs.5/- per mensem.	20	0	0
Cost per mensem	272	0	0
Cost per annum	Rs. 3,264	0	0

5. The expenditure will be debited to the relevant sub heads of appropriation under "29.c. Police - District Executive Force - A. District Police - I. Ordinary Areas - Voted".

for Inspr.-Genl. of Police.

VT/10-3.

Home department

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(C No 19250 K/47) 52/1947

Issued 20/8/1947

Sr 19/8/47 p/cy.

Memo No. (19250 K/47-1 dt 19.3.47)

Police - Establishment - D.P.O., South Kanara - Temporary additional staff - Employment - Ref: Letter from the I. G. of Police, Re No 177/W/47 dt 3.3.47

The I. G. of Police is requested to forward a statement showing the distribution of the existing staff among the various sections in the D.P.O South Kanara and also the proposed distribution if addl. staff is sanctioned. He is also requested to furnish statistics regarding the no. of currents ~~dealt with~~ ~~received~~ in the various sections of the office for the years ~~from~~ 1944 to 1946.

19.3.47

20/8/47

To the I. G. of Police, Madras
P.S. 1 month

Sr 18/8/47 TR 18/8/47

Note: The above information is required

for examining the proposal. The draft memo on page 1 ante is for approval

EV 18/3/97 TR 18/3/97 BG 19.3.97

CM0 19 25 1 1.

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3/6

C.F. 32 (a).

POLICE Department

From (Name) R. Hume, Esq., C.I.E., O.B.E.,
Designation Inspr.-Genl. of Police,
Station Madras. 4.

Received ..... Registered .....

To

The Secretary to the
Government of Madras,
Home Department.

ASSISTANT SECRETARY
2 JUN 1947

Enclosures

Memo No. 427/W/47 dated 2nd ~~Hay~~ June 1947.

Sir,

Sub: Establishment - District Police Office, South Kanara - Temporary additional staff - Sanction requested.

Ref: Home Department Memorandum No.19250.K/47-1, dated 19.3.1947.

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para 3 supra

A statement showing the distribution of the existing staff among the various sections in the District Police Office, South Kanara, is given in Annexure I.

para 7-8 supra

2. Similar statement showing the distribution of the proposed staff is given in Annexure II.

para 9, 10 supra

3.

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3. Statistics regarding the number of currents dealt with in the various sections of the District Police Office for the years 1944 to 1946 are furnished in Annexure III.

for Inspr.-Genl. of Police.

VT/30-5.

ANNEXURE I.

STATEMENT SHOWING THE DISTRIBUTION OF THE EXISTING STAFF AMONG THE VARIOUS SECTIONS OF THE DT. POLICE OFFICE, MANGALORE.

A.

Accounts Section.

Distribution of work.	Section Head and Upper Divn. Clerk or.	Disposition of Lower division clerks.	
1	2	3	
Accounts relating to Pay, Promotion, Punishment, Pension, Posting, Leave, Budget, Bills, Buildings, Correspondence and Cash.	Audit Accountant (One) Upper Division Clerks. (Two) (One for the Pay Audit and the other for the T.A)	(1) Audit Currents and Tappals. (Combined)	1
		(2) Pay Assistant	1
		(3) General Provident Fund, Loans and Advances and other Funds.	1
		(4) Contingencies, Hutting and Building(combined)	1
		(5) Leave, Pension and Service verification (combined)	1
		(6) Punishment Rolls, Dt. Orders, Increments etc.	1
		(7) and (8) Travelling Allowance assistants.	2
			8

Crime & Statistical Section.

Nature of work.	Section Head.	Disposition of Lower division clerks.	
1	2	3	
Maintenance of case diary files and case ledgers. Preparation of Statistics and case correspondence.	Upper Divn. Clerk. (One)	(1) Crime Clerk	1

District Intelligence Bureau

Dealing with Dt. Criminals, Criminal Tribe Members, Gangs and dissemination of intelligence.	Inspr. of Police (one)	(1) Intelligence Clerk and Dt. Intelligence Bureau Typist (combined)	1

Equipment and Stores.

To be in charge of the Dt. Store.	Store Accountant. (One)	(1) Store Clerk	1

General Section.

Maintenance of Current Regrs.

1.	2	3
typist and despatch work.	Upper Division Clerk (One)	(1) Typist. One (2) Despatching Clerk. 1 (3) Records and Petn. (combined) 1

	Manager.	Accountants.	Upper Division Clerks.	Lower Division Clerks.
Total	1	2	4	12 + 2 typists.

for Inspr.-Genl. of Police.

VT/30-5.

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ANNEXURE II.

STATEMENT SHOWING THE DISTRIBUTION OF THE PROPOSED STAFF AMONG THE VARIOU SECTIONS OF THE DT. POLICE OFFICE, SOUTH KANARA.

B.

A. Accounts Section.

Distribution of work.	Section Head and Upper Divn. Clerk or	Disposition of Lower Division Clerks.	
1	2	3	
Accounts relating to Pay, Promotion, Punishment, Pension Posting and Leave.	Audit Accountant (One) Upper Division Clerk (One)	(1) Pay and (2) Pension (3)	3
		(4) Leave and service verification	1
		(5) Punishment Roll and District Orders	1

B. Audit Section.

Budget, Bills, Buildings, Correspondence and Cash.	Upper Division Clerk (One)	(1) Travelling (2) allowance	2
		(3) Contingencies	1
		(4) Hutting and Buildings & Rewards.	1

C. Crime and Statistical Section.

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Nature of work.	Section Head.	Disposition of Lower division clerks.	
1	2	3	
Maintenance of case diary files and case ledgers. Preparation of Statistics and case correspondence.	Upper Division clerk. One.	(1) Crime Clerk.	1

D. District Intelligence Bureau.

Dealing with Dt. Criminals, Criminal Tribe Members, Gangs and dissemination of intelligence.	Inspr. of Police.	(1) Dt. Intelligence Bureau - Typist.	1

E. Equipment and Stores.

To be in charge of the Dt. Stores.	Store Accountant. One.	(1) Store Clerk	1

F. Faircopying and Despatch Section.

Maintenance of new current register, typist and despatch work.	Upper Division clerk. One.	(1) Tappal clerk	1
		(2) Typist	1
		(3) Despatching clerk	1
		(4) Record clerk	1

1	2	3
	G. General Section.	
	Manager.	1) General correspondence. 1 (2) Petitions 1

Note: The Manager will be in charge directly of sections F and G.

	Manager.	Accountants.	Upper Division Clerks.	Lower Division Clerks and Typists.
Total	1	2	4	18 (i.e. 16+ 2 typists)

for Inspr.-Genl. of Police.

VT/30-5.

ANNEXURE III

STATEMENT SHOWING THE STATISTICS OF CURRENTS DEALT WITH IN THE VARIOUS BRANCH — DISTRICT POLICE OFFICE, SOUTH KANARA.

Designation.	Name of Registers etc. maintained.	No. of currents, R.C. current, Periodicals and other refces etc.			No. of bills		Remarks.
		1944	1945	1946	1945.	1946.	
1	2.	3.	4.	5.	7.	8.	9.
			ACCOUNTS SECTION.				
Audit Accountant (1)	1. Cash book 2. Bills book 3. Police Sports accounts	-	-	-	-	-	Section Head. Is responsible for the work turned out in the Section.
Upper Division Clerk Pay Audit (1)	1. Long Roll 2. Seniority lists of all classes of officials.	3276	3698	4175			In charge of the pay audit section. With the assistance of an L.D.C. has to attend to the following items of works- 1) Preparation of pay bills for the whole district 2) Audit of supplemental bills -do- 3) Posting of pay bills. 4) Preparation of monthly return, allotment statement and other returns regarding pay due to the Inspector-General of Police. 5) Clearing of Office objections on pay bills. 6) General correspondence with reference to pay. 7) Maintenance of Long Rolls 8) Maintenance of the seniority lists of Sub-Insprs., Head Constables and Police Constables.
Lower Division Clerk. (1)					392	372	
Upper Division Clerk(1) T.A. Section Lower Divn.Clerks (2)	1. Check Regr. of T.A.bills 2. -do- Busfare bills.	291	453	412	1 9 1800	1672	In charge of the T.A. section.
Audit Currents & Tappals (1 L.D.C)	1.Audit current Regr. 2.Disbursing Officer's Register	2898	3086	3240			Two posts have been combined into one.
General Provident Fund, Loans, Advances & other funds (1 L.D.C)		1440	1989	1689	179	173	165 Also assists the pay sec-

the bills.

Contingencies, Hutting & Building. (1 L.D.C.)	1. Register of contingent charges. 2. Check Regr.of cont. bills 3. Hutting & Bldgs.Ledger. 4. -do- Abstract. 5. Register of bicycles.	5235	6478	7120	1821	1848	1925	A
Leave, Pension & Service Verification.(1 L.D.C.)	1.Leave Current Regr. 2.Casual Leave Regr.	153 20	1206 256	1470 309	49	56	72	
P.Rs. D.Os. & Increments. (1 L.D.C.)	1. Dt. Order Book	125	1218	1321	20	1020	2160	(Joining reports etc. & half yearly reports)
	2. Reward Register. (Opened in 1945)		173	459				
	3. Increment register							
	4. Proby. Register.							
	5. P.R.Current Register	244	243	165				

STATISTICAL SECTION.

Upper Divn. Clerk (1) Lower Divn. Clerk (1)	1. Current Register 2. Crime Leagers.	2273	2040	2219	14	45	45	

DISTRICT INTELLIGENCE BURE

Lower Divn. Clerk & ~~Typist (1)~~	1. D.I.B. Current 2. H.D. Current 3. V.R. Current 4. R.F. Current	870 1468 260	744 1451 288	643 1076 184				In addition 25 C.T.M.History sheets, 153 D.C. History ~~Sheets & 11 Madras habitual offenders History~~ Sheets are maintained.

Periodical Returns: (1) Weekly C & O Sheet.
2) Monthly Crime Review and Crime statement.
3) Annual Review and annual crime statement.
4) Monthly reviewof crime work.
5) Compilation of General Information Files from 1 to 33 maintained in the D.I.B. on various informations.

Home department

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(CMo 19250 k(47)

G.O. Ms. No. 2338 Dt. 13.6.47.

Establishment – District Police Office, South Kanara – Temporary additional staff – Sanctioned.

Read. from the I. G. of Police, Memo No. 177/W/47 Dt 13.3.47

Memo No. 19250 k/47-1 Dt 19.3.47

from the I. G. of Police, Re 427/W/47 Dt 2.6.47

Order.

The I. G. of Police has proposed the employment for a period of one year from the date of appointment of a temporary additional staff of four lower division clerks in the District Police Office, South Kanara to cope with the increase of work. The Govt consider that it would be sufficient to employ two lower division clerks.

2. H.E. the Governor of Madras accordingly sanctions the employment for a period of one year from the date of appointment

E-16

a till the need ceases, whichever is earlier, of a temporary additional staff of two lower division clerks in the D.P.O., South Kanara. The additional staff sanctioned will be liable to reconsideration in the light of the orders to be passed on the Special Officer's recommendation

3 The expenditure should be met from the appropriation under the relevant sub-heads under "29-C. Police - Dh. Executive Police A. District Police - I. Bombay Area - Voted"

G.O. 15144-5/164-41

cf para 2/sec 78(5)

EV 13/6/47 13.6.47.

To the I. G. of Police Madras (2 copies)

A. G. The Finance Dept

13.6.47

14.6.47

Home departme

(G.O. No 19250 K/W)

Establishment- District Police Office, South Kanara
Re Temporary additional staff- Employment.

b'ef — From the I.G. of Police, Re. No 177/W/47 dt 13.3.47
f3 cf Memo No. 19250 K/W-1/Home dt 19.3.47
f5 2f From the I.G. of Police RC 427/W/47 dt 2.6.47

The present strength of the District Police Office, South Kanara is 1 Manager, 2 Accountants 4 upper division clerks and 14 lower division clerks including two typists but excluding the camp clerks, the Sergeant-Major's clerk and the Motor vehicles clerks. (These latter are not taken into account in assessing the strength of the D.P.Os). According to the tentative ~~standard~~ standard which is usually adopted in ~~determining the strength of the~~ sanctioning addl staff for the D.P.Os, this D.P.O. is eligible for an additional staff of six lower division clerks. But the I.G. has proposed the employment of only four additional lower division clerks

cf A on p 1 of (W)
A

2- Please see Annexure I on pages 7-8 cf showing the present distribution of work among the existing staff and Annexure II on pp 9-10 cf showing the redistribution of the proposed addl. staff is sanctioned. It will be seen that the addl. clerks are proposed for the following items of work.

(1) Contingencies	1 l.d clerk
(2) Tappal	1 l.d clerk
(3) Records	1 l.d clerk
(4) General correspondence	1 l.d clerk

Item (1) above At present one l.d clerk attends to the work relating to contingencies and Hutting and Building. From the statement showing the no. of currents it will be seen that there has been a great increase in the number of currents under these subjects. The necessity for an addl. l.d. clerk may perhaps be conceded. For orders.

Item (2) ab

Item(2) on page 1 ante. An addl lower division clerk is proposed for tappal work alone. There is no information as to who is attending to this work at present. Please see Comment portion marked 'A' on P 7 cf. Presumably the despatching clerk in the General section does this work. It does not seem that a clerk is required exclusively for doing this work. For orders.

Two clerks in contingencies and tappal only need be allowed

Item(3) on page 1 ante. At present one l.d. clerk attends to work relating to records as well as petitions. From Annexure III on pages 11-12 cf it is seen that there has been a steady increase in the number of currents which seem to justify the employment of an addl. lower division clerk for this work. For orders whether the proposal may be accepted.

Y on p8

X on p12

Item(4) on page 1 ante. One addl. clerk is proposed for general correspondence work. It is not clear what the exact nature of the work is and how it is carried on now. It is submitted that this work can very well be attended to by the U.D. clerk in the Fair copying section as there will not be much work for him by way of drafting and his work being more or less supervisory. For orders.

This has not been justified and not to be allowed

M on p9 cf

3. The proposal of the I.G. of Police involves an extra recurring expenditure of Rs. 4344/- per annum. As this does not exceed the limit of Rs 5000/- the proposal need not be referred to the Standing Finance Committee.

4. Finance may see for remarks.

EV 5/6/47 B. 6/6/47

In view of A I Gs proposals may be accepted in toto.

X | Two additional clerks only may be sanctioned 6/6/47

D 6.6.47

S Hoveas. 1925 ok/47-2 7-6-47

K. Finance

The proposal of the Hume Secy at X in p. 2 above may be accepted. [The salaries work out to Rs 2100 p.a.]

pm no 3434/G1=1
10.6.47

9.6.47 9.6.47

ASSISTANT SECRETARY TO GOVERNMENT
11 JUN 1947
HOME DEPARTMENT

9/6 Home (K) Department

Please see Finance Dept's note above. A draft order is submitted for approval.

391/12 11.6.47

13.6.47

13.6.47

Issued G.O. Ms No. 2338 Home dt 13.6.47